

Memorandum on Electronic Submission of Quarterly Reports For Tax Credit Properties

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To: Tax Credit Property Owners and Managers

Effective: Reports for second quarter of 2008 and thereafter, until superseded

Tax Credit Properties are required to submit quarterly occupancy reports to DCA. These reports may now be submitted in electronic format if the reports meet the following conditions:

- Report must be on CD
- One (1) CD per property
- CD must be virus free and scanned prior to saving on disc
- Report must be submitted in MS Word, Excel or PDF format
- CD must be labeled
- The label must include: Project Name, GA ID number, and the period it covers
- The CD must be in a CD sleeve attached to a legal file folder
- The legal file folder must be labeled
- The label must include **in this order**, GA ID number, Project Name, Period Covered

Effective June 2008, **you do not need to include TICs** with quarterly reports **unless they are first year files**. IE. Only files used to initially qualify a unit need to be included. TICs should be scanned into PDF or image format. *TICs may be requested at anytime in the future, and the compliance department reserves the right to request a property begin submitting TICs on a regular basis for any reason in the future.*

By submitting the reports on CD, the manager/owner certifies that the reports are virus free, and they agree to maintain back up copies of the report for 4 years. These back up copies may be requested at anytime, and owner agrees that failure to present them within 30 days will be considered a non-compliance finding: "owner failed to respond to agency request for monitoring reviews".

DCA expects to mandate the reports be submitted electronically at some time in the future. In that case, DCA will mandate a specific form and format. Until that time, the report must simply contain the information required in the current suggested form.